

SENIOR RATER POTENTIAL EVALUATION POLICY and GUIDANCE

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I. INTRODUCTION

A. This document provides policy and general guidance on the Army's Senior Rater Potential Evaluation (SRPE) for the Acquisition, Logistics and Technology (AL&T) Workforce. The SRPE is used to evaluate the *potential* of civilian employees in designated grades to perform in *positions of increased responsibility*, whereas the Total Army Personnel Evaluation System (TAPES) and the various personnel demonstration projects evaluate the *quality of performance* associated with the *current* duties and contributions to the mission. The SRPE is a required document for AAC Central Selection List (CSL) boards, Competitive Development Group/Army Acquisition Fellowship boards, and Acquisition Education, Training, and Experience boards. Although a SRPE is not required for the remaining civilian personnel it is highly recommended.

B. The Defense Acquisition Workforce Improvement Act (DAWIA) responded to the need for increased emphasis on the development of a better-qualified and more professional AL&T Workforce. The SRPE supports this goal by helping workforce employees identify their leadership strengths and weaknesses in regard to a set of competencies needed by professionals. Employees will use this information to structure an Individual Development Plan (IDP) that, among other things, maximizes their potential for performance in positions of increased responsibility.

C. Secondly, Section 1733(a) of the DAWIA requires that the best-qualified individuals, whether military or civilian, be selected for acquisition positions. By evaluating and documenting the leadership potential of civilian employees, the SRPE provides a document that allows selection boards to more easily and equitably compare a civilian candidate's leadership potential with that of a military candidate, as documented on the senior rater section of the Officer Evaluation Report (OER). Selecting officials/boards will also use the SRPE to evaluate the leadership potential of candidates for civilian key leadership positions in the AL&T Workforce.

D. The SRPE is an automated module within the Career Acquisition Personnel & Position Management Information System (CAPPMIS). The SRPE form, *SRPE User Manual*, *Senior Rater Comments Guide*, and the software can be found on the Acquisition Support Center (ASC) website at <http://asc.army.mil/info/policies/default.cfm>.

II. ROLES AND RESPONSIBILITIES:

A. Commanders and organizational heads are responsible for ensuring career development is an integral part of the command/organization's mission, to include placing the same level of attention and importance on the SRPE as is placed on the senior rater section of the OER.

B. Supervisors are responsible for:

1. Ensuring that employees requiring a SRPE know when it is needed and who their appropriate senior rater is.
2. Ensuring that the senior rater has an accurate list of the employees to be rated.
3. Initiating the SRPE process when requested by the employee and following it through to completion.
4. Providing the senior rater, upon request, with adequate information with which to render a senior rating. For example, in situations where the senior rater does not have direct contact with the employee, the supervisor may wish to provide the senior rater with suggested comments for the "Comments on Potential" section of the SRPE.
5. Supporting the employee's career development by helping to identify experience or training that will improve leadership skills and potential and approving these on the employee's IDP.

C. Senior raters are responsible for:

1. Ensuring that all employees who request a SRPE receive it in a timely manner and in accordance with guidance provided in this document.
2. Providing an objective and comprehensive evaluation of an employee's potential.
3. Reviewing the evaluation with the employee to identify ways to improve weaknesses.
4. Maintaining the senior rater profile in accordance with the instructions provided in this document.

D. Employees are responsible for using the SRPE as an aid for determining training and experience that will enhance their leadership skills and potential and documenting these on their IDP. A completed SRPE will be viewable in the SRPE, employee module **seven (7)** calendar days after the SRPE is finalized by the senior rater.

E. Acquisition Career Managers (ACMs) provide assistance with using the SRPE module and are designated as SRPE Administrators. For a list of ACMs, refer to the ASC website at <http://asc.army.mil/contact/acms.cfm>

III. POLICY.

A. At a minimum, a SRPE is needed for anyone applying for a board or school that requires a SRPE.

B. The annual SRPE is completed by senior raters for the period January 1 through December 31. The rating must be completed and provided to the employee by January 31 of the new year following the rating cycle; e.g., for the rating cycle January 1 through December 31, 2006 the completion date will be January 31, 2007. A hard copy of the SRPE will be provided to the rated employees who are encouraged to place a copy in their official personnel record.

C. An employee newly assigned to a position will not require a SRPE until the first annual SRPE rating cycle following their assignment to the position.

D. Out-of-cycle SRPEs for selection boards may be issued only under the following conditions:

1. The employee has been promoted to a higher graded position and does not have a SRPE in that position.

2. The employee's current SRPE is more than one year old.

3. The employee is a new acquisition workforce member and has never received a SRPE.

E. Senior raters may correct a SRPE by contacting a SRPE Administrator within **seven (7)** calendar days from the date it is finalized in the system. It is the responsibility of the senior rater to provide the employee with a signed copy of the finalized SRPE.

F. To be rated, the employee must have been in the AL&T Workforce position a minimum of 120 days and under the senior rater for a minimum of 90 days.

G. The senior rater must be a supervisor and senior in grade to the rated employee. Recommendations are as follow:

1. Under an acquisition workforce personnel demonstration project, the senior rater should be the rater of the employee's supervisor, except as recommended in paragraph H.3

2. Under TAPES, the senior rater is as noted on the TAPES form, except as recommended in paragraph H.3.

3. For employees providing collocated/dedicated matrix support to Department of Army chartered Central Select List Project Managers (PM), Program Executive Offices (PEO), and Joint PEO, the senior rater should be the PM or PEO that is supported, regardless of pay plan.

H. Senior rater guidance:

1. Separate senior rater profiles are maintained for each grade and acquisition workforce personnel demonstration project broadband rated by the senior rater. The profiles are cumulative by grade or broadband and remain with the senior rater regardless of his or her grade or position; i.e., if a senior rater is promoted and moves to another acquisition organization, he or she retains the profile for each grade and/or broadband previously rated.

2. The senior rater's evaluation compares the rated employee's overall potential in comparison with that of all other employees of the same grade, or demonstration project broadband, the senior rater has rated and will rate. For example, if the senior rater has previously rated 20 Broadband IV employees and currently has 5 broadband IV employees to rate, the population will be the cumulative 25.

3. Leadership potential is evaluated in terms of the majority of employees in that grade or broadband. If the employee's leadership potential is consistent with the majority of civilians in that grade, the senior rater will check the CENTER OF MASS (COM) block. If the rated employee's potential exceeds that of the majority of the employees in that grade or broadband, the senior rater will check the ABOVE CENTER OF MASS (ACOM) block. If the employee's potential is below that of the majority, the senior rater will check the BELOW CENTER OF MASS (BCOM) block.

4. There is an exception to the less than 50 percent rule in the SRPE module that allows the first individual in each grade/broadband to receive an Above Center Of Mass (ACOM) at the **initial** establishment of the Senior Rater Profile. This exception is referred to as the "Silver Bullet". After the "Silver Bullet" is used, the system will not allow the Senior Rater (SR) to input an evaluation that would cause the SR profile in each grade/broadband to exceed 50 percent ACOM. After you have used the Silver Bullet, all future SRPE's in a pay band/broadband must meet the less than 50 percent rule. For example, if the SR initially only has one GS-14 to rate in his Senior Rater profile and the GS-14 is a ACOM employee, the SR would be able to give an ACOM range to this first GS-14 employee. However, if the next GS-14 employee wants to apply for a competitive board and the SR thinks this employee also deserves an ACOM, then the SR would only be able to give Center of Mass (COM) as the highest mass range.

5. The number of ACOM designations by a senior rater for each profile is restricted to less than 50 percent of all reports processed for that senior rater in that grade (to include the reports currently being rendered). This guards against inflated ratings and renders the SRPE a more reliable document. To maintain flexibility, senior raters should reserve the top block for their upper third in each grade or broad band.

6. Senior raters are responsible for managing their profiles to ensure that only the employees with the greatest potential are placed in the ACOM block. To help senior raters maintain their profiles, the automated SRPE module allows them to view their profiles by grade/broadband and provides a worksheet for use during the rating cycle. Additionally, the software alerts senior raters if they exceed the ACOM profile by not accepting a SRPE that increases the block to greater than 50 percent of the population concerned.

IV. EFFECTIVE DATE AND IMPLEMENTATION: This document is effective immediately and supersedes all previously approved SRPE policies and guidance.

APPROVED:  DATE: Nov 16th, 2006
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